

Board of Trustees – Monthly Meeting Minutes

Date: December 16, 2025

Time: 4:00 pm

Location: The Clarksville-Montgomery County Museum
d.b.a. Customs House Museum & Cultural Center
Averitt Board Room

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The Clarksville-Montgomery County Museum held the four hundred and ninety-sixth (496) meeting Of the Board of Trustees on December 16, 2025, in the Averitt Board Room of the Museum.

Board Members Present: Dan Black (Chair), Larry Richardson, John Halliburton, Brendalyn Player, Darwin Eldridge, Joe Creek, Carolyn Ferrell, Sheena Dixon, Nick Nicholson, Jane Olson, Amelia Magette, Deanna McLaughlin

Board Members Absent: Jodi Issacs, Tracy Knight, Allison Clouser (Guild)

Staff: Frank Lott, Executive Director, Vicki Parker, Office Manager, Channing Grimes, Membership, Volunteer & Development

I. **Roll Call:** See Present and Absent

II. **Minutes of November 18, 2025, meeting were presented for review.**

Carolyn Ferrell requested a correction under new business – Change John Sevier to Valentine Sevier.

Motion to approved November 18, 2025, minutes:

John Halliburton

Motion to 2nd:

Darwin Eldridge

All Approved

III. **Officer's Report**

A. **Treasurer's Report:** Darwin Eldridge presented the balance sheet, income statement, and statement of cash flows for November 2025. The Museum's total assets at the end of the month equaled \$2,443,079.88, liabilities equaled \$83,392.66 and equity (net position) equaled \$2,3443,079.88. Total assets dropped primarily due to accumulated depreciation. The Museum's non-donor restricted assets amounted to \$509,294.02, while its donor restricted assets amounted to \$80,663.86. Total cash was higher than the prior year and equaled \$495,166.04. Most of the Museum's cash now consists of general operating funds, due to improved revenue generation from fundraising events, admissions, and membership. The Museum's receivable balance decreased compared to the prior year to \$41,549.71, which consists primarily of pledges for Flying High, *Second & Commerce* Magazine, and remodeling the Explorer's Landing and Model Train areas. Compared to this point in the prior fiscal year, the Museum's short-term and long-term liquidity is stronger due to continued fundraising activities, grants, earned revenue, and maintaining low levels of short-term and long-term liabilities when comparing historically.

Revenue for the month equaled \$103,652.81 and expenses equaled \$164,140.39, which provided a net income of -\$60,487.58. The year-to-date net income is -\$105,800.16. The prior

year's net income was \$123,938.37. It is important to note there are non-cash items also affecting net income related to depreciation in the amount of \$106,259.05. The revenue is primarily being driven by Flying High, Admissions and Membership renewals. Overall, when compared to this point in the prior fiscal year, the Museum's financials indicate improved cash position due to fundraising events, admissions, and support from the Customs House Foundation and City of Clarksville. The Statement of Cash Flows shows a -\$10,592.05 decrease in cash compared to the end of FY2025.

The Finance Committee approved the November Financials during the December 16, 2025, Finance meeting.

Darwin also stated there was one correction to the Financial Overview Statement "Related Entity: Customs House Foundation Inc.": The third sentence from the last needs to be changed to: This is an **increase** from the prior month, primarily due to the quarterly distribution of funds to the Museum and market uncertainty and volatility.

Motion to approve Financials as presented:
Motion to approve:
All Approved

Jane Olson
Nick Nicholson

B. Executive Director – Frank Lott reported:

1. Presentation to Larry Richardson

Frank presented Larry with a service plaque to acknowledge his service to the board. Thanked him for leading us to success in many areas of Museum operations.

2. Tracy Knight – Tracy was absent from this board meeting, which was her last due to her resignation. Frank will send a Thank You letter for her service to the board.

3. Historic Clarksville – The third edition of the Historic Clarksville book was launched on Dec 2, 2025 and is available in the Museum Store gift shop, Clarksville Collection and The Book Shop. Purchase price is \$49.95. Frank thanked the 18 people who worked on the book. He also informed the board that this book was 100% locally produced.

4. Year-End-Giving – Channing Grimes is preparing an email informing our upper-level members about a charitable giving with tax deduction.

5. Art In Bloom – Date is set for March 27, 2026. Frank asked all board members to donate \$50.00 to purchase bourbon, which would be part of the bourbon pull at the event.

6. Visit from State of Tennessee – On Wednesday, December 12, 2025, the museum welcomed Tennessee Secretary of State Tre Hargett, Senator Bill Powers for a tour of our museum and to appeal to the state for \$8 million to acquire and build a new Collections Management facility.

7. Deanna McLaughlin – Informed that board she would be resigning from the board as she takes a new position a Deputy District Director for Representative Matt Van Epps, R-Tennessee. The City Council will be appointing a new City representative for the Museum board.

C. Chairman's Report – Dan Black reported:

1. Dan thanked Larry Richardson for his service to the board.

2. Committee appointees – Dan asked board members to let him know of any prospective new board member. Beginning in January 2026, the board will have one position open.

IV. Committee Reports

A. Finance Committee: Darwin Eldridge reported:

1. **Interest-Bearing Account** – With previous board meeting approval, on December 9, 2025, Frank Lott, Vicki Parker, and himself met with Sonya Parks, Planters Bank, signed the paperwork, and provided a deposit of \$100,000 for an 11-month Certificate of Deposit.
 2. **Deanna McLaughlin** – Darwin also thanked her for the support she has shown to the museum.
- B. **Building Committee:** Frank Lott and Nick Nicholson reported:
1. **1898 Roof Replacement** – The roof replacement will require 425 days to complete. The project will begin in January 2026. A traffic staging diagram has been presented to the city street department for review and approval.
- C. **Collections/Exhibits Committee:** Jane Olson reported:
The Collections/Exhibits Committee met on two separate occasions for items to be added to the Collections.
1. **August 28, 2025** – the committee agreed to accept the following items into the Collection:
 - Customs House Museum Grand Opening hardhat and autographed photo of Charles Watts
 - Customs House Museum Grand Opening hard hat, grand opening program, and Greyhound bus I.D. check
 - Hill's Mill Print
 - C.S. Hammond Inc. Map of Vietnam conflict
 - Kitty Harvill "Opening Day" painting
 - Terri Jordan, painting of Rotary Park
 - Rosemarie Rogoish "Dunbar Cave" pastel of the entrance
 - Peg Harvill "Women's Club" watercolor
 - Cabinet and Newel posts from 1878 courthouse
 - World War II-era M3 gas mask donated by Barbara Ratchford manufactured at the Clarksville B.F. Goodrich rubber plant.
 - Julien Gracey model
 2. **November 20, 2025** – The Committee agreed to accept the following items into the Collection:
 - River mussel buttons shadowbox
 - William Beaumont's arrest logbook donated by Bettye Beaumont
 - First National Bank items promoting the "Four Pillars of Income"
- Motion to accept the committee report as presented: Larry Richardson
Motion to 2nd: John Halliburton
All Approved
- D. **Marketing/Membership Committee:** Brendalyn Player reported:
1. **Membership In November:** 34 new members and 43 renewals. Total household membership was 1,268 and total individual memberships were 2,225.
 2. **Marketing Department** – Brendalyn Player reported: The marketing department team is doing a great job. Social media campaigns: featuring museum collections; exhibits, a "Did you Know?" campaign teasing historical information, and "On this Day" in Clarksville History.
The staff are using advanced videography skills, looking at creating a one-minute video from a single angle showing the roof renovation. "Watch the Roof Change"

3. December Events

- **Noel Night** – Thursday, December 4
- **Historic Clarksville Book** – Launched on December 2, 2025. 212 attended despite snow and \$2,300 in sales. To date, \$6,000 in book pre-sales and sales.
- **Second & Commerce** – History on the Rocks, December 11, at the Beachaven Downtown. Guest features were Charlie Foust, Clarksville Foundry, artist Caney Hummons, *Memories of Myth* exhibits inspired by old family photos, and Cindy Chambers, Indigenous history of busts discovered in Palmyra TN.

We are seeing more activity on social media and the website, with intentionality in pointing people from SM to the website. According to Google analytics our website views increased by 10,000 to 14K in the last 30 days. Channing asked the board to help expand our reach. Go to the CHM FB page, like, follow and invite friends to follow the page.

A documentary featuring Hanley, Redmond, and Lott exhibition is coming together nicely. It is planned for release on CDE Lightband's community channel and could potentially meet criteria for a future film festival documentary submission.

UPCOMING Events Reminder:

- Super Sunday Studio, Dec. 21, 3:30 with Sarah Spillers and McLean Fahnstock creating and painting ornaments.
- Sundays @ 3 is Jan. 4. The life of Edgar Cayce in Christian County, with William H. Turner, Hopkinsville & Christian County Historian

E. **Nominating Committee** – See Chairmans report.

F. **Guild Committee:** Channing Grimes reported:

1. Art In Bloom – The event is scheduled for March 27, 2026. The Guild is working with twelve local Florists, one from Erin and two from Hopkinsville. Chairs are LaRae Davenport and Margaret Ward.

V. **Old Business:** No Report

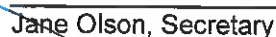
VI. **New Business:** Carolyn Ferrell Reported:

- A. Dunlop Mansion – Madison Street – More news will be coming.
- B. Valentine Sevier monument will be moved.

VII. **Announcements:** No Report

VIII. **Public Comment:** No Comments

IX. **Adjourn:** The meeting adjourned at 5:00 PM.


Dan Black, Chairman
Jane Olson, Secretary